

DIVISION OF HUMANITIES

Procedures for the Appointment of Permanent Academic Staff

Approval to Advertise

Permission to advertise a permanent academic position is granted by the Pro-Vice-Chancellor on the basis of a written request and justification for the appointment.

Once permission to advertise has been given, the process of submitting a request through the University's online recruitment system can commence.

Composition of the Selection Committee

Selection committees shall be composed as follows:

- Convener (normally the Head of Department)
- Head of Department (if not the convener)
- Up to three academic staff members from the Department concerned who hold confirmed appointments
- Divisional representative (appointed by the Pro-Vice-Chancellor).

Role of the Divisional Representative

The Divisional representative appointed to the selection committee shall be an experienced member of staff from another Department, School, or Faculty who holds the rank of Professor or Associate Professor.

The role of the Divisional representative is to provide a disinterested perspective to ensure that:

- the appointment is made at an appropriate standard
- the provisions of the University's Equal Employment Opportunity Policy are observed.

Selection committee members will be informed once the composition of the committee has been approved by the Pro-Vice-Chancellor.

Action: Divisional Office

Process / Procedures

1. Written justification for a new/replacement position sent to Pro-Vice-Chancellor for approval.
Action: Head of Department
 2. Once approved, documentation is submitted through the on-line recruiting system for approval. Documents to include advertisement, information statement for candidates, proposed advertising outlets, and recommendations for the composition of the selection committee.
Action: Head of Department
 3. The possible use of pre-screening questions for candidates should be discussed with Human Resources Recruitment Consultants.
Action: Head of Department
 4. Position advertised by Human Resources. *Action: Human Resources*
 5. Selection committee trained/updated on the use of the University's online recruiting system.
Action: HR & Divisional Office
 6. Longlist meeting to be held as soon as possible after the position has closed. Copies of applications, advert, information for candidates and agenda distributed to selection committee. Convener to take minutes which will be distributed to selection committee.
Action: Divisional Office/Convener
 7. Human Resources advised of unsuccessful longlisted candidates.
Action: Divisional Office
 8. Referee reports to be requested for all longlisted candidates and distributed to selection committee for shortlisting meeting, together with agenda. Convener to take minutes which will be distributed to selection committee.
Action: Divisional Office/Convener
 9. Human Resources advised of unsuccessful shortlisted candidates.
Action: Divisional Office
 10. Invitations sent to shortlisted candidates for initial interview by videoconference or skype.
Action: Divisional Office
 11. The two best candidates are invited to attend a full interview on campus. Once accepted, travel, accommodation and interview programme arrangement are made.
Action: Divisional Office
- Note:** Visits of both candidates are to be synchronised. Candidates are to be asked to present a seminar/lecture, attend meetings with staff and go to dinner with members of the selection committee. Interview programme and seminars to be completed in two days. Travel costs and 2 – 3 nights accommodation will be paid for.
12. A copy of the shortlisted candidates' CV to be provided to the Department (without referee reports).
Action: Divisional Office

13. The selection committee, through the Convener, shall seek the opinion of staff members from the Department in which the appointment is being made with respect to the shortlisted candidates. *Action: Convener*

14. A recommendation for appointment to be submitted through the online recruiting system to the Pro-Vice-Chancellor, together with the applications (including referees' reports) of the shortlisted candidates.

Note: in recommending an appointment, the Convener of the selection committee shall submit a brief statement explaining why the person selected is the most suitable appointee in terms of the field of the job as advertised, the selection criteria, the applicant's research record, teaching experience, and qualifications.

Action: Convener

15. Pro-Vice-Chancellor approves the recommendation for appointment, as confirmation that the selection was made in accordance with the University's and the Division's policies, and that the best qualified candidate was selected.

Action: Convener/Divisional Office

Further Notes

1. Members of a selection committee must be careful not to give any applicant the impression that he or she is the preferred candidate until the selection process is complete. No offer can be made to the preferred candidate until the Pro-Vice-Chancellor has approved a recommendation for appointment.
2. All panel members need to be aware of the risk of unfair discrimination in the selection/appointment process, which has both legal implications and consequences for the diversity of the University. Panel members should ensure they are familiar with the University's Equal Employment Opportunities and Good Employer policies. Any conflict of interest should be declared to the Chair.
3. Applicant privacy will be respected throughout the selection process. If it is deemed appropriate for a wider review of CV's (beyond the panel) the Chair will determine the most appropriate method, taking into account, applicant privacy and the most effective method of collating feedback.

Professor Brian Moloughney
Pro-Vice-Chancellor
Division of Humanities
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